

NON-COURT ORDERED/VOLUNTARY KINSHIP CARE PLACEMENTS:

Non-Court Ordered/Voluntary kinship care placements are always entered into a kinship case in which the child in the kinship care placement is the reference person.

These placements are never entered into the birth family's CPS Family or Juvenile Justice case.

KINSHIP WAITLISTED:

The State of Wisconsin uses eWiSACWIS to track waitlisted families in counties and uses these statistics to determine the kinship funds a county may receive. If a county has a family who is kinship waitlisted the county should document the situation by creating an Out of Home Placement for the waitlisted child. The Service Category should be "Kinship Care" and the Service Type should be "Kinship Waitlisted". Please note that if the kinship child does not have an existing case record in the system or the kinship relative does not have an existing provider record in the system these will need to be created prior to documenting the Out of Home placement. The case can be created by documenting a services intake with the type of "Kinship".

COURT ORDERED KINSHIP CARE PLACEMENTS:

Court ordered kinship care placement are always entered into the CPS Family or Juvenile Justice case of the child's biological family. Never enter these placements in a separate Kinship Care case with the child as the reference person.

Court ordered kinship care placements do not include placement made per a guardianship order under WI Stat s 48.977 if the case does not remain open with the county agency for services (other than payment and annual kinship reassessment) and the county agency is not named as the legally responsible agency in the court order.

Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Create Case Items

Administration	
Adoption	
Assessment	
Education	
Eligibility	
Family Assessment	
Legal	
Medical/Mental Health	
Narrative	
Ongoing Services	
Payment	
Placement	Out of Home Placement
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Cases

Abby, Amy

Case Participants

Shirley Vincent , Grandparent
Angel Abby , Reference Person

Create Close

Done Local intranet

Create Casework Page (Voluntary)

Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service Provider

Placement Begin

Placement Begin Date: 04/12/2004 Placement End Date: 00/00/0000

Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000

VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement

☐ This is an Adoptive Placement

Service Category: Kinship Care

Service Type: Kinship Care Provider - No Court Order

Placement Status: Kinship Care - Voluntary

Does the agency have legal responsibility of the child at the time of removal?

☐ Yes ☐ No ☐ N/A

Child Specific Rate: \$0.00

Current Basic Rate: \$0.00

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: Supplemental Points

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Options: Go

Save Close

Done Local intranet

Placements and Services Page>Service Tab (Voluntary)

Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the appropriate date in the Placement Begin Date field.
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Next enter the appropriate Service Type, **Kinship Care Provider – No Court Order**.
- In the Placement Status field choose **Kinship Care – Voluntary**.
- Notice that because you selected the appropriate Service Category and Type (Kinship Care Provider – No Court Order), and Placement Status (Voluntary) the Date Removed from his/her home field and the Child Removal from Home Reasons fields are disabled.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☒ No ☐ N/A
☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: [Supplemental Points](#)
 Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

Child Removal From Home Information

Manner: **Primary Caretaker:**
Caretaker Structure: **Secondary Caretaker:**

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No
 Is this placement expected to be long term? ☒ Yes ☐ No
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (Voluntary) (continued)

Step 3 of 4

- Select appropriate values for the KIDS Referral information.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Provider Information
Name: Sally Safety [Search](#) ID: 20190 Contact:
 C/O:
 Street: 640 Elk Drive Apt:
 City: Milwaukee State: WI Zip: 53201 Country: United States
 Phone: (414)789-4651 Ext: Fax: Alt Phone: Alt Ext:
 Email:

Payment Information
 Parent Agency: Sally Safety
 Target Pop: Voluntary Placement
☐ Override Parent Agency rule

Kinship Care
 Relationship of Child to Kinship Provider:
 First Cousin/Second Cousin

Split Payment

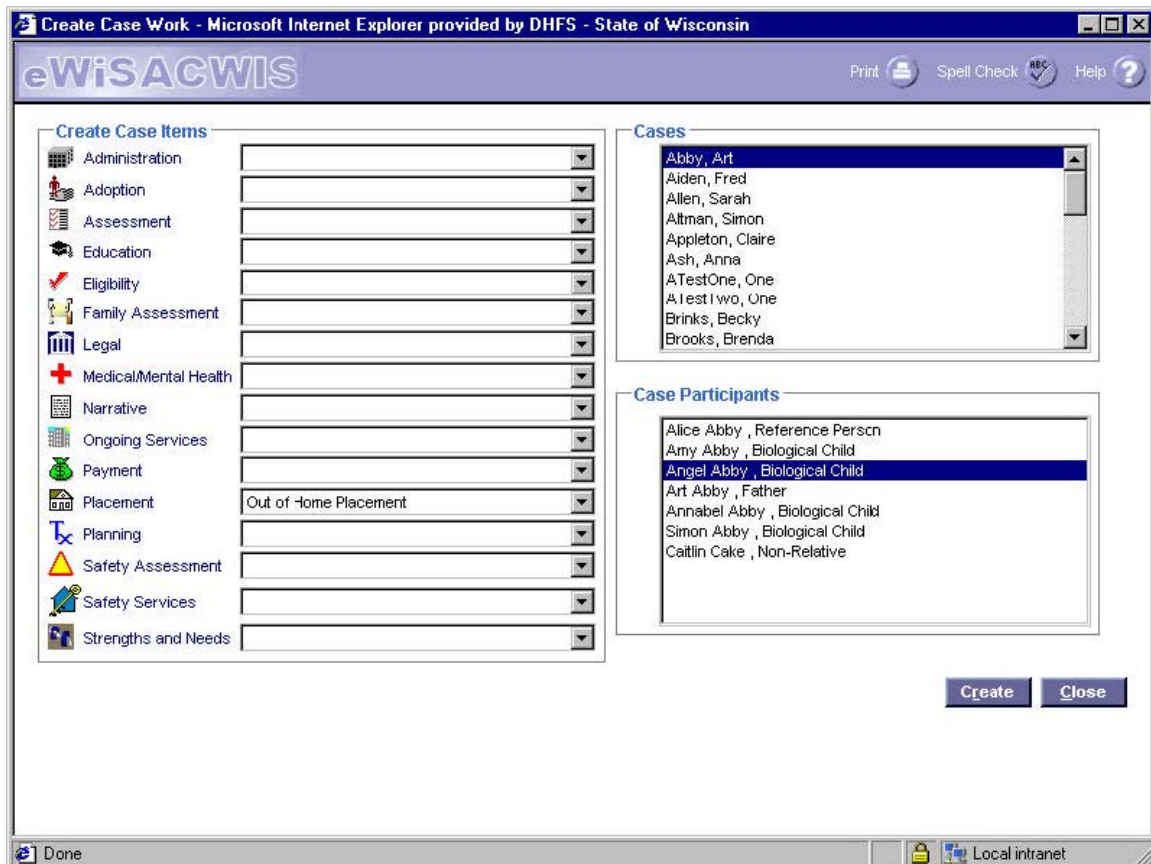
Options: Go Save Close

Done Local intranet

Placements and Services Page>Provider Tab (Voluntary)

Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the value of "Voluntary Placement".
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.



Create Casework Page (Court-Ordered)

Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 04/12/2004 **Placement End Date:** 00/00/0000
Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000
 VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement
☐ This is an Adoptive Placement
[Removal Reasons](#)

Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Service Category: Kinship Care
Service Type: Kinship Care Provider - CHPS
Placement Status: Kinship Care - Court-Ordered

Child Specific Rate: \$0.00
 Current Basic Rate:
 Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: [Supplemental Points](#)
 Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

Options:

Done Local intranet

Placements and Services Page>Service Tab (Court-Ordered)

Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page. Enter the appropriate date in the Placement Begin Date field.
- If this placement is converting a voluntary kinship care placement to a court ordered kinship placement take great care to ensure the placement dates do not overlap thus causing an overpayment. The start date of the court ordered placement must be at least one day after the end date of the voluntary placement.
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Enter the appropriate Service Type, Kinship Care Provider – CHIPS or Kinship Care Provider – Juvenile Justice.
- In the Placement Status field choose Kinship Care – Court Ordered.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby

Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☒ Yes ☐ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (Court-Ordered) (continued)

Step 3 of 4

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

Placements and Services Page>Provider Tab (Court-Ordered)

Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default value is “CHPS-Other”.
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.